



REGULAR BOARD MEETING
University Park Plaza
University Conference Room A – 4th Floor
2829 University Avenue S. E.
Minneapolis, Minnesota 55414

Minutes

September 19, 2008

Members Present: Kathleen Beehler, LSW
Christine Black-Hughes, LICSW
Robin Bode, LSW
William Cullen, Secretary-Treasurer
David Hallman, LSW, Chair
Jacqueline Johnson, LICSW
Rosemary Kassekert, Public Member
Mary Casey Ladd, LICSW
Peter Langseth, LSW
Kenneth Middlebrooks, Public Member, Vice Chair
Tamerlee Ruebke, LSW
Beverly Ryan, LISW
Angie Stratig, LICSW
Antonia Wilcoxon, Public Member

Members Absent: David Sandry, Public Member

Staff Present: Louis Hoffman, Director of Compliance
Brenda Mammenga, Recording Secretary
Sheryl McNair, LICSW, Assistant Director
Connie Oberle, Office Manager
Michelle Rhubee, LGSW, Staff Social Worker
Kate Zacher-Pate, LSW, Executive Director

1. PROPOSED AGENDA

Chair Hallman called the meeting to order at 10:05 a.m.; a quorum was present.
The Board unanimously approved the agenda.

2. MINUTES FOR JULY 18, 2008 MEETING [Attached]

The July 18, 2008 meeting minutes were unanimously approved.

[Stratig arrived at 10:15 a.m.]

3. BUDGET OVERVIEW: Juli Vangsness, ASU [Attached]

Hallman introduced Vangsness. Vangsness reported the following:

- She is the Director of the Administrative Services Unit which provides services to the seventeen Health Licensing Boards, including purchasing, contract services, payroll, human resources, cash receipts, accounts payable, budgeting, financial reporting, auditing, network administration, project development, fixed assets, financial monitoring, cost projections, and fiscal notes.
- ASU records the Board's financial activity in the Minnesota Accounting & Procurement System and enters information into MAPS based on reports generated by the Boards. After all documents have been reviewed and processed, all documents are returned to the Board for final audit and retained.
- ASU provides financial reports monthly or as needed, and it maintains detailed financial data beginning FY 1996 to FY 2013, which can be used for budgeting and planning.
- The Legislature gives the Board authority to spend the money it collects from fees known as a direct appropriation from the State government's special revenue fund. The appropriation is called the base budget and is used to cover direct expenses, which are operational costs. Indirect expenses are costs that are not appropriated and they are incurred for services received from other state agencies.
- Minnesota statutes require the Board to collect sufficient revenue to cover all costs from licensure fees. The revenue is deposited into the State Government Special Revenue Fund. The Board does not receive any general funds or other taxed dollars.
- Accumulated surplus is the bottom line of available funds – Total Revenue less Total Expenses, and its balance is used to determine if a fee increase or decrease is needed. These funds may be used to pay for higher than budgeted indirect costs, but not operational costs that exceed the base budget.
- The FY 2008 and FY 2009 base budget is \$873,000 and it was increased to \$921,000 for FY 2010 and FY 2011 to cover salary and rent increases. The FY 2009 Operation account "Balance Forward" from the prior year is \$134,099, and it is \$167,389 for the Technology Project account. Unspent funds can be carried forward during the biennium to year two and then cancelled to the accumulated surplus at the end of the biennium.
- Budgets are prepared every two years for a two year time frame. Planning for the FY 2010 and FY 2011 budget began in August and is due to the

Department of Finance on October 15. Finance will work with the Governor's Office to develop the Governor's Budget Proposal which is due in January. The Governor will submit his budget to the Legislature in February and the Board will find out what portion of our budget was included in the Governor's budget. When the legislative session concludes in May, the Board will be notified of its budget for the next biennium.

- The Legislature permits the Board to make changes to its current budget if it needs additional spending authority to cover costs or for one time items that may occur. The Board may consider asking the Legislature to increase or decrease its fees to balance revenues and expenditures.
- The last time the Legislative Auditor performed an audit for the Board was for July 1, 1995 to June 30, 2000. An audit includes reviewing license revenue, personal services, payroll/HR, rent, travel expenditures, and other administrative services.

The following was discussed:

- Vangsness anticipates the November forecast for the budget will be low.
- The Board's budget has a surplus and there has been discussion about lowering fees. Vangsness said the Legislature may not agree with this change.
- Vangsness said Finance does not agree with moving funds between accounts because this method does not solve the problem.

Zacher-Pate made the following comments:

- She thanked Vangsness for her assistance in preparing the budget and the PowerPoint which gives an overview of the general budget process, the timeline, and how to approach the decisions that need to be made today. Zacher-Pate also noted this is the first time she has prepared the biennial budget and Vangsness' expertise has been invaluable.
- The Budget Planning Summary was distributed and it includes the highlights of the detailed budget report that is in the Board packets. If there are any questions about these items or numbers, Juli has agreed to answer them.
- The Finance Committee went over the budget last night and it put together recommendations to the Board which will be distributed.
- The transfer to the General Fund was implemented and \$205,687 was taken from the Board's surplus. Each Board was required to put in about 11% of its base budget, and the consequence was that some Boards were put into a crisis situation. The last time a transfer occurred was in 2003 and it was for \$374,000.
- Our Board has a significant surplus due to the fee increase, the fact that we did not have the number of expirations we expected to occur with the fee increase, and good management by the last several Executive Directors which resulted in more revenue than expenditures.

Cullen took the floor and there was the following discussion:

- Cullen asked Vangsness about rent rates. She said our lease is \$19 per square foot, but the current rate is about \$25 per square foot because of the building's proximity to the University.
- The Board discussed the "Finance Committee Recommendations to the Board for FY 2010 and FY 2011 Budget, September 19, 2008".
- **The Finance Committee's Recommendation to the Board to approve the budget as presented today, and grant authority to the Executive Committee, working with the Executive Director and ASU, to make any technical changes that should be needed before the budget is submitted to the Department of Finance on October 15, was unanimously approved by the Board.**
- **The Finance Committee's Recommendation to the Board to submit a change item, and legislative proposal, in the 2009 session to request the reduction of licensure fees that became effective January 1, 2006 by 10%, with a new sunset date of June 30, 2013, was unanimously approved by the Board.**
- **The Finance Committee's Recommendation to the Board to submit a change item to request increased spending authority by an amount determined appropriate by the Executive Committee, working with the Executive Director and ASU, as more data is gathered was unanimously approved by the Board.**
- **The Finance Committee's Recommendation to the Board to reduce the license renewal late fee, to 25% of the renewal fee, for each license, was unanimously approved by the Board.**
- **The Finance Committee's Recommendation to the Board to recommend that staff explore the option of purchasing laptops, or utilizing other technology for members of the Compliance Committee to increase efficiencies and security of data, was unanimously approved by the Board.**

Hallman and Zacher-Pate thanked Vangsness for her overview of the Board's budget.

4. **PROPOSED 2010-2011 BIENNIAL BUDGET:** Cullen, Hallman, Zacher-Pate [Attached]
5. **2009 Legislative Proposal:** Ladd, Zacher-Pate, McNair [Attached]

Ladd thanked the Committee, Staff, Pam Berkwitz, Pam Luinenberg, and Alan Ingram who have worked hard in trying to modify the law passed last year. Today the Board will vote on the new policy provisions in Sections 1-15 that were recommended by the Legislation and Rules Committee and appear in yellow in the attachment. The Board will also review the technical policy provisions in sections 1-15 which appear in blue in the attachment and were approved by the Board in January 2008.

- The Legislation and Rule's recommendation to the Board to approve Section 1 Definitions was approved by the Board, with two opposing Subd. 9. Direct clinical client contact.
- The Legislation and Rule's recommendation to the Board to approve Section 2 Board of Social Work was unanimously approved by the Board with the following amendments:
 - Subd. 2. (c) (2) Qualifications of board members. One member must be engaged in the practice of social work in a state agency.
 - Subd. 2 (c) (5) one member must be engaged in the practice of social work in a private agency; and
 - Subd. 2 (d) at the time of their appointments, at least six members must reside outside of the eleven county metropolitan area.
- The Legislation and Rule's recommendation to the Board to approve Section 3 License Requirements was unanimously approved by the Board.
- The Legislation and Rule's recommendation to the Board to approve Section 4 Provisional Licenses was unanimously approved by the Board.
- The Legislation and Rule's recommendation to the Board to approve Section 5 Provisional License; Supervised Practice was unanimously approved by the Board.
- The Legislation and Rule's recommendation to the Board to approve Section 6 Provisional License; Documentation of Supervision was unanimously approved by the Board.
- The Legislation and Rule's recommendation to the Board to approve Section 7 Licensed Social Worker, Supervised Practice was unanimously approved by the Board.
- The Legislation and Rule's recommendation to the Board to approve Section 8 Licensed Graduate Social Workers Who Do Not Practice Clinical; Supervised Practice was unanimously approved by the Board.
- The Legislation and Rule's recommendation to the Board to approve Section 9 Licensed Graduate Social Workers Who Practice Clinical Social Work; Supervised Practice was unanimously approved by the Board.
- The Legislation and Rule's recommendation to the Board to approve Section 10 Licensed Independent Social Workers; Supervised Practice was unanimously approved by the Board.
- The Legislation and Rule's recommendation to the Board to approve Section 11 Licensed Independent Clinical Social Workers; Supervision was unanimously approved by the Board.
- The Legislation and Rule's recommendation to the Board to approve Section 12 Requirements of Supervisors was unanimously approved by the Board.
- The Legislation and Rule's recommendation to the Board to approve Section 13 Documentation of Supervision was unanimously approved by the Board.

- **The Legislation and Rule's recommendation to the Board to approve Section 14 Clock Hours Required was unanimously approved by the Board.**
- **The Legislation and Rule's recommendation to the Board to approve Section 15 Continuing Education Requirements of Licensees was unanimously approved by the Board.**

6. RECOGNITION LUNCHEON HONORING ROBIN BODE, Retiring Board Member

Bode thanked the Board for supporting her during her time on the Board, for committee members sharing their expertise, and for the mentoring and teaching she has received. Bode left the meeting at noon.

Hallman noted the Board should fill Bode's position on the OMHP Program Committee. **A motion was made by Langseth, and seconded by Ruebke, to approve Black-Hughes as the Board's representative on OMHP's Program Committee which meets monthly. The motion passed unanimously with Black-Hughes abstaining.**

7. VIDEO PREMIERE – "COMPLIANCE PROCESS: AN OVERVIEW"

The Board previewed the new video which is streamlined on the Board's website.

8. EXECUTIVE DIRECTOR'S REPORT [Attached]

Zacher-Pate reported the following:

A. Strategic Plan Status Report [Attached]

B. Statistics [Attached]

C. BOSW Staffing Update

- Tralana Davis began employment September 3, 2008 with the Board as the Renewal and Supervision Coordinator. Ms. Davis comes to the Board from a position at the Minnesota Workforce Center.
- The hiring process was an exclusion from the current state hiring restriction as it was limited to current state employees, and the position was demonstrated to be a critical position.

D. Budget Information [Attached]

This information was covered under agenda items 3 and 4. The budget detail report presents budget actual figures for past and current fiscal years and projections for budget planning for FY 2010 through 2013 and includes:

- Base budget amount (appropriation)
- Direct and indirect costs (expenditures)
- Actual and anticipated receipts (revenues)

- Transfer amount from BOSW budget to general fund
- Accumulated surplus amounts
- Issues related to budget planning at the end under "discussion"

Additional budget information was distributed so the Board could take action to approve the biennial budget for FY 2010 and FY 2011.

E. Biennial Report

- The Board's Biennial Report is due October 15, 2008. This report is required by Minnesota Statutes, Section 214 and highlights the Board's activities for the biennium ending June 30, 2008. Staff has begun working on the report.

F. Board Member Vacancies [Attached]

- Robin Bode, LSW, has submitted her resignation effective October 1, 2008, to the Governor's office. An unscheduled vacancy notice has been submitted to the Secretary of State regarding this unscheduled vacancy.
- As directed by the Nominating Committee and Board, a Board member position description was developed and a notice was posted to the Board's website for licensees and the public about the opportunity to apply for and serve as a Board member.
- A detailed summary regarding the seven vacancies as of January 2009 and a press release were developed for use by the associations and other stakeholder groups. Black-Hughes will have the press release included in the MSSA Region 9 Conference packets. Also, this information was provided to the Board's Advisory Committee.
- The charts describing Board member term dates and the distribution of Board members are attached.

G. New Advisory Committee Member

- The Minnesota Chapter of Black Social Workers has accepted the Board's invitation to have a seat on the Board's Advisory Committee. The current President of the association, Helen Washington, LICSW, will serve as a representative on the committee.

H. Notice to Licensees Regarding 2007 Legislation

- The notice was sent out and information was posted to the website in July. Staff received very few inquiries and received positive feedback about the clarity of information contained in the notice and ease of accessing additional information on the website.

I. Move Toward Paperless Meetings and Document Storage

- Staff is working to research and develop a plan to implement greater electronic storage capabilities to retain licensee records by scanning documents with current IT equipment. A plan will also be established and integrated into the Board's record retention policy.

- Staff is looking into laptops and a secure remote access method, called clientless VPN or web VPN, which has been implemented by HLB IT staff. This method would allow remote users to connect to HLB shared folders to view and download documents securely without the need for the Cisco VPN client software to be installed on their computers. The technology would be available to staff and Board members, and Board committees may consider using this method to access and receive documents for Board business.
- Staff is researching the capabilities of using interactive TV for Board committee meetings, and more information will be provided as options and costs are determined. Under the Board Bylaws such meetings are accessible to the public and observers would be given an opportunity to provide input for Board consideration.

J. Updated Board Committee, Liaison and Staff Team Assignments and Organizational Chart, Board Member Vacancies, Statistics and Strategic Plan Status Report [Attached]

9. **COMPLIANCE COMMITTEE: Hallman, Middlebrooks, Johnson, Ladd, Ryan**
[No cases for action]

- Hallman reported the Committee met two hours yesterday to review the compliance process and he said the last time it was reviewed was seven years ago.

10. **COMMITTEE & LIAISON REPORTS**

A. Advisory Committee: Wilcoxon [Attached]

Wilcoxon reported the following:

- Progress is being made in the Licensing Study Committee on the legislative mandate to explore alternative paths to licensure for those for whom an exam would be an obstacle.
- The Licensing Study Committee will need a new member as Black-Hughes will be resigning from the committee.
- Zacher-Pate reported on the recommendations that will be presented to the Board on modifying the changes to the supervision requirements.

B. ASWB ESL/FL Task Force Report: Middlebrooks

- Middlebrooks distributed "ASWB Task Force September 6, 2008", which includes the following: the purpose of the Task Force on ESL Candidates, the section of ASWB's Policy Manual relating to ESL, the "ASWB Survey for Candidates Receiving ESL Arrangements-A Summary of Results", the Minnesota "Provisional License for ESL/Foreign-Born Applicants" section of Minnesota Statutes, the "Texas Administrative Code", and the "Texas Alternate Method of Examining Competency Program".

- ASWB conducted two ESL surveys. One of the surveys was directed towards the Executive Directors of the various jurisdictions to discover the types of accommodations they were giving to ESL candidates, and the other survey was directed towards the ESL candidates. The Executive Director report was not copied but was passed around.
- There are eight states and two provinces participating on the Task Force. ASWB's representatives at the meeting were Kathleen Hoffman, ASWB's Assistant Director, and Dale Atkinson, ASWB's attorney.
- There was a cordial discussion about ASWB being opposed to talking about the examination.
- Almost everyone present believed the issues about the examination were broader than ESL as every jurisdiction present reported African Americans and Latinos were failing at a higher rate than Caucasians, and no one had an answer as to why this is happening.
- An analysis on the examination was distributed and collected at the end of the meeting. The analysis will be presented at the Annual Meeting.
- ACT will be at the CLEAR conference and ASWB's psychometrician will be presenting at the conference.
- The survey studied the 285 candidates who had ESL arrangements between July 1, 2006 and June 30, 2008. There were 58,000 examinations given and about 45% of the ESL candidates surveyed responded that extra time and using dictionaries were not generally helpful. 33% said there were too many words they did not understand including specific terms relating to social work jargon, and 30% said the questions in the examination were not covered in their social work education. 66% understood the wording of the questions, but they did not pass. 7% said multiple choice questions were difficult, and 50% said they did not understand the difference between the choices.
- In July, Survey Monkey was used to collect information for this study and comments were allowed. Candidates suggested essay or oral questions.
- There was discussion at the meeting that everyone present needed more data even though they were not sure what they needed.
- Zacher-Pate and Middlebrooks talked with David Hamilton from New York who heads a composite Board, and he said more information is needed on a variety of topics.
- There was discussion about TOEFL (Test of English Foreign Language) and the International English Test System. In the survey candidates were asked if they had taken TOEFL and 6% of 103 respondents said they had. However, they were not asked about the results of their tests.
- There was the common belief at this meeting and the spring conference that a lot of accommodations in the educational programs have been made.
- In terms of gathering data, Middlebrooks said there was similar discussion at the Licensing Study Committee meeting last night about obtaining the application forms from other organizations; looking at their tests; and gathering gender, age, and race information. There was also discussion

about asking the other jurisdictions about generating a list of information that we would like from ASWB, ACT, etc. Kathleen Hoffman from ASWB said they would be willing to generate the information requested and that a lot of the work is done manually.

- An attorney expressed concern about discussing specific ASWB test questions because someone may have an advantage in taking the examination.
- There was discussion about increasing the number of ESL item writers for the examination, doing the practice analysis, and creating software with a list of English language terminology for the candidate handbook.
- There was discussion about cost and defensibility of the test, but there wasn't any resolution. Middlebrooks said that changing the test was a priority in Minnesota and none of those in attendance agreed, but they were supportive of Minnesota's view.
- Gathering data from CSWE schools about the types of tests they use (oral, essay, multiple choice) was discussed as people expressed concerns about the educational quality of students upon graduation. Black-Hughes responded from her experience at MCSWE, that multiple choice questions are often offered to the freshmen and sophomore students, and essay testing thereafter. She said students can demonstrate they have social work knowledge through an essay test even though they may not use social work terminology or jargon.
- Ladd noted that the Alexander and Johnston report said 7% disagreed with the multiple choice questions, but 50% said they had difficulty determining the answer. Middlebrooks said the test is a part of the issue, but the quality of education, and the role of educators is also important.
- Alison MacDonald is writing a report on the Board's survey, and the ASWB Task Force will be able to comment on it before it is presented at the Annual Meeting in November.

[Cullen left the meeting at 1:50 p.m. and Stratig at 2:00 p.m.]

C. Compliance Education Outreach Committee: Wilcoxon

- Wilcoxon asked Hoffman to report on Board presentations at conferences.
- Hoffman said he, Hallman, and McNair presented at the Age and Disability Odyssey Conference in Duluth in August and they took questions from the audience. There will also be a presentation at the Saint Louis County Health and Human Services Conference in Duluth in October to help people understand the compliance process, utilizing the Board's new compliance video. McNair said there will be vendor booths at the Association of Black Social Workers Conference, the NAMI Conference, the Association of Nursing Home Social Worker Conference in October, and a compliance presentation and vendor booth at the MSSA Conference in March, 2009.

D. Council of Health Boards: Kassekert

Kassekert reported there was no meeting.

E. Executive Committee: Hallman, Middlebrooks, Cullen
Consideration of Revised Board Bylaws [Attached]

- Hallman reported Bylaw revisions must be changed in the statute before they go into effect.

The Executive Committee's recommendation to the Board to approve the Board Bylaws was unanimously approved by the Board.

F. Finance Committee: Cullen [Refer to Items 3 & 4]

- In Cullen's absence, Hallman said the report was given earlier in the agenda.

G. HPSP: Kassekert

- HPSP is considering proposals that would enable a more user friendly and stable database technology.
- Kassekert reported the Program Committee met on August 19 and the Fiscal Year 2008 report was given. The greatest increase in cases came from the Health Licensing Boards' non-discipline and self-referrals, with 89% being monitored for substance abuse, 58% for psychiatric disorders, and 4% for medical disorders.

[Committee and Liaison Reports to be continued after Item 11.]

11. REPORT ON SECOND PORTION OF LEGISLATIVE MANDATE:

Lindsey Alexander

Wilcoxon introduced Lindsey Alexander, and she said Alexander and Bill Johnston were hired as consultants to study the second part of the licensing study mandate. Black-Hughes produced an extensive report on the first portion of the mandate.

The "Survey data gathered August 2008" was distributed, which is a summary of the responses received from the survey. Alexander reported the following:

- Alexander said the process began on July 17 when she and Johnston worked with the subcommittee to develop the survey questions.
- The survey was launched by Zacher-Pate on the ASWB list serve on July 29 and another survey on competency was launched by e-mail on August 5. The surveys were closed on August 15 so that a report would be ready for the Board's August 21 subcommittee meeting.
- ASWB was contacted about the types of information and data they could release, and a literature review was done. This information was presented to the Board's subcommittee on August 21.

- Alexander and Johnston spoke with Kathleen Hoffman, ASWB's Deputy Executive Director, and asked for pass/fail rates of territories, states, and provinces broken down into cultural or ethnic background, the primary language, and the socioeconomic status of the applicants. ASWB said they couldn't release the information, but they could provide data on ESL accommodations that are made in the various states.
- Hoffman said ASWB was conducting a survey on ESL accommodations and those results were made available on September 6.
- The summary of the survey distributed today includes participant comments, and 16 out of 17 participants agreed to a follow-up call about the survey.
- The study doesn't document problems, but it justifies studying the issue as several participants responded they know trained social workers who cannot get their licenses. Also, the study shows there is concern about the pool of social workers not adequately representing client communities in their jurisdictions.
- Alexander and Johnston conducted an interview with Paul Rich, California's Executive Director of the Board of Behavioral Services. Rich said the Board hired a firm, AMS, to evaluate ASWB's clinical examination and the report was available in May 2008.
- California is the only state that is not a member of ASWB and does not participate in its exam program. California moved to a state-constructed exam in 1999 as they believed their practitioners were underrepresented in ASWB's occupational analysis. The California Board exams are developed by the State Office of Examination Resources and they license clinical social workers, marriage and family therapists and licensed educational psychologists. They spend about \$1 million a year on operational expenses for the exam, and they have to report every five years to the Legislature on the exam's validity.
- The California exam has a pretest and 200 multiple choice questions. Originally, the second portion of the exam was an oral exam, but they switched to all multiple choice questions because of liability and the difficulty in the administration of the oral exam. Also, there was criticism that the oral portion was biased, but there was no formal data or lawsuits to support this opinion. They also had a clinical vignette they wanted to introduce, so they used it to replace the oral portion of the exam.
- The California Board is enjoined by state law from collecting pass/fail data by demographic area.
- As noted above, AMS conducted a comprehensive assessment for the California Board on the ASWB clinical exam. AMS concluded that California practitioners were underrepresented in ASWB's occupational analysis, but it did not produce any findings related to item bias.
- AMS recommended to the California Board that it asks ASWB to release any data it needs up front in the event it decides to return to ASWB's exam. AMS also said the Board should ask for monthly cumulative exam statistics for California candidates and annual technical reports from the psychometrician representing the state.

- Alexander and Johnston asked Rich how AMS obtained the data in the report and he said they knew what to ask for, and they respected and protected the confidentiality of the exam data.
- Alexander and Johnston spoke with the Social Work Executive Director of Texas. The intent of the Texas Professional Social Work Act in 1993 was to assist individuals who were unable to attain a passing score on the national exam, but who wanted to examine as a professional licensed social worker in Texas.
- To qualify for the Texas Alternative Method of Examining Competency (AMEC), a candidate needs the required academic degree and must have taken the exam two times, both times coming within five points of passing. If a candidate meets these requirements, they may apply for a two-year provisional license.
- To apply for licensure, a candidate will submit a portfolio to the Board of Social Work which contains eleven separate 3-5 page papers covering separate specific content areas of social work practice, a 7-10 page double spaced case analysis of their work with a typical client in the provisional period, and a 3-5 page double spaced self-evaluation. Also, a daily journal of their professional activity during the two year provisional period is required and quarterly reports from their supervisor, including an evaluation of the supervision by the candidate.
- Alexander and Johnston also asked the Texas Executive Director if there were any studies on the effectiveness of the program and he said that he wasn't aware of any. He said the program has been in place for ten years and is not viewed as controversial.
- Alexander and Johnston followed up on information received on the survey from British Columbia because they have state law licensure alternatives. For instance, British Columbia has a provision in state law that went into effect in 1969 allowing some schools, hospitals, and aborigine tribes an exemption from the registration requirement. There has been inconsistency as some of the institutions may not allow exemptions, and the provincial parliament may grant exemptions. There has also been a lot of inconsistency in the area of child protection. Therefore, changes in the process may be completed in November, giving the registration board the power to determine who would be exempt from licensure.
- Alexander and Johnston asked British Columbia about obstacles and solutions they have experienced, and they offered six administrative solutions, such as changing guidelines, taking credit card payment, offering refresher training, streamlining processes and making sure they are clearly communicated, and changing legislation.
- Alexander said she and Johnston were informed at the first meeting on this project that there isn't a lot of literature available on the issues. They surveyed the landscape and learned that licensure is an effective method of quality control and it applies to programs as well as individuals. Programs that are accredited and licensed have longer term records of history, provide

more ancillary services, and may be more effective for professional development.

- Regarding cultural competency, it can be assessed. Historical knowledge is more important than knowledge of current habits, because it grows with experience and contact.
- Education is the field with the deepest experience in alternative licensing processes and, according to the literature, mentoring is the key to its success because it is supervisory and time intensive.
- Alberta, Canada has a \$1.4 million immigrant training program to support foreign trained health care workers by providing English classes and preparing them to take the exam for licensure.
- There were questions about the nursing exam which uses an alternative format. Alexander and Johnston contacted the National Council of the State Board of Nursing which developed an alternative format exam in 2003 with questions other than multiple choice. Included in the questions are multiple response items; fill in the blank items; hot spot items where candidates are asked to identify areas in a picture, graphic or x-ray; a chart exhibit format where candidates are presented a problem and must use information in a chart to answer the question; and a drag and drop section with options to answer the questions. They also have a newsletter with sample questions.
- The last time Alexander was here she and Johnston didn't have the responses to the core competency survey, which asked the following question of potential respondents: "Please think of three social workers, who, in your opinion, have the requisite social work knowledge, skills and values to be an effective social worker." 242 responded to this survey, resulting in 1,967 competencies. The information from this survey was analyzed, along with the following three publications/documents: (1) College of St. Catherine and University of St. Thomas evaluation of MSW student foundation and clinical practicums; (2) Professional Development and Practice Competencies in Clinical Social Work," by the American Board of Examiners in Clinical Social Work; and (3) the Council on Social Work Education, "Educational Policy and Accreditation Standards." The analysis of these four sources resulted in the creation of a core competency outline.
- From the survey data, they developed a hierarchy of competencies which is based on the number of times they heard a particular competency. In the 250 surveys, there were 10 responses regarding assertiveness, knowing the families, and being a good listener; there were 25-50 responses regarding being an advocate, having clinical knowledge, and clinical skills; there were 50-75 responses regarding being a good communicator and knowing the community; and there were more than 75 responses regarding being ethical, empathic, compassionate, having assessment/diagnostic skills, and being culturally aware and competent.
- Alexander said she and Johnston did not put their conclusions in the final report as they want the Board to see them first and decide if they want them included. The first question is whether the Board should try to get ASWB data, analyzing the pass/fail rates by demographics, which they originally

requested. And secondly, Alexander said the Minnesota Board might learn from the British Columbia and Texas approaches by requesting additional information regarding resources needed in developing their alternative paths, and their outcomes.

- Zacher-Pate asked if Alexander would characterize these conclusions as recommendations to the Board, and Alexander said she would. Zacher-Pate also asked if there was any more information available which might identify resources needed to successfully move to an alternative. Alexander said ASWB's data would help the Board identify some of the demographics and what accommodations might be helpful. She also said the Alberta model with foreign trained workers may be helpful, because Alberta is supporting candidates before they take the exam.
- Zacher-Pate said the Licensing Study Committee had discussed that the Board should have a better way of collecting and analyzing data and, if there is enough interest among the member boards, Minnesota could ask for data at the ASWB Delegate Assembly, including what data ASWB collects and how they would be responsible to report the information to member boards. Zacher-Pate believes it would require a motion from the floor. After the discussion at the Licensing Study Committee meeting, Zacher-Pate believes it is premature to present this request at the fall ASWB Delegate Assembly as further support is needed, and Minnesota needs better data. For now, the Minnesota Board should build these concerns into its recommendations, both at the state and the national level.
- Ladd asked: "If a state's statute required information from ASWB, wouldn't ASWB be required to provide the information?" Alexander said California received demographic data by asking for it from ASWB through their statute.
- McNair asked if the states could share their information among member boards. Zacher-Pate said it may be possible but an issue to consider is data practice regulations from state to state. She also said we could get data from ASWB specific to Minnesota, but the issue is that ASWB is not collecting enough of the detail of data that we need.
- Zacher-Pate said Alexander brought a draft copy of the final report. She also said that the Licensing Study Committee reviewed the recommendations, which will be presented to the Legislature by December 15, along with the reports. The Committee's plan is to provide the draft reports, including the recommendations, to Board Members in October so they will have time to review them before the next Board meeting.
- Wilcoxon noted that it's important for the Board to review the material before the November Board meeting, and she expressed appreciation for this Board's contributions and participation at the Committee meetings.
- Zacher-Pate thanked Alexander for her presentation today.

[Beehler and Ruebke left the meeting at 2:45 p.m.]

10. COMMITTEE & LIAISON REPORTS (continued)

H. Legislation & Rules Committee: Ladd

Ladd presented the recommendations to the Board from the Committee in the 2009 Legislative Proposal section above.

I. Legislative Task Force: Langseth

Langseth asked Zacher-Pate to comment and she reported the following:

- The charge of this committee is to discover what it would take to make modifications to the current public sector exemptions.
- The committee has been gathering information to help determine where the opposition and allies lie. Representatives of the Merit System and Greg Schoener, Social Service Director from Goodhue County, as well as Wilcoxon and Rhubee were present at the meeting.
- Task Force members were pleased at the openness and collaboration of the participants in sharing and offering to gather information.
- The Merit System is committed to ensuring that they hire qualified candidates. Also, they audit their position classifications and specifications at regular intervals. Since the title issue is important to the Board and is a critical piece in the legislative package, they said they would be willing to work with the Board before the next audit to minimize issues.
- Wilcoxon said she was interested in Schoener's comments about the unintended consequences his rural county may experience from some of the draft recommendations, and Ladd commented Schoener hires licensed social workers in the county health arena.
- The meeting was productive and everyone was pleased with the outcome. The next meeting will be with the AFSCME Union representative.

Stratig reported earlier in the meeting that she resigned from the Legislative Task Force Committee.

J. Licensing Study Committee: Wilcoxon

Wilcoxon commented earlier in the meeting.

K. Nominating Committee: Black-Hughes, Hallman, Johnson, Kassekert, Langseth, Ruebke, Sandry

Hallman said the search for new Board members will continue until all vacancies are filled.

L. OMHP: Bode

In Bode's absence, Zacher-Pate reported the following:

- Gina Green, Program Director of OMHP's Program Committee, reported at the last Board meeting that the Committee's consensus is for OMHP to sunset as of June 30, 2009.
- Green is working with the Committee and the Attorney General's Office to develop legislation that will cover the Board's work caused by the sunset. The legislation will provide for the licensing of unlicensed mental health practitioners, which is an important step, as Minnesota is one of the few states in the country that allows unlicensed mental health practice. Also, it is important to note that there will be protection around the term "psychotherapist".
- The next step for Green is to meet with the Program Committee and the Mental Health Board Executive Directors on October 16. She will inform the Boards about the proposal because it will go back to them for approval.

12. PUBLIC COMMENT

There was no public comment.

13. OTHER BUSINESS

There was no other business.

14. ROUNDTABLE

There was no roundtable discussion but Hallman thanked the Board for all the work it does.

15. ADJOURN

The meeting adjourned at 3:05 p.m.

Respectfully submitted,



William Cullen
Secretary-Treasurer